

Development & Fundraising Internship

Administration - Development

Compensation: \$2,000.00

Application deadline: April 16, 2023

The Mississippi Department of Archives & History (MDAH) is seeking a motivated and detail-oriented individual to join our team as a *Development & Fundraising Intern*. The MDAH development team connects with foundations, corporations, government agencies, and individual donors to support all aspects of the department – a unique operation for a state agency. This intern will work closely with the Director of Development, focusing on fundraising strategies, grant writing, and marketing efforts. This internship is an excellent opportunity for someone interested in learning about administration and nonprofit development while gaining practical experience in a dynamic work environment.

Primary Responsibilities:

- Work with the development team on direct mailings, such as designing sponsorship proposals, drafting acknowledgment letters, and assisting with planning the annual appeal campaign.
- Assist in the day-to-day operations of the development department; perform other administrative duties as assigned by the Director of Development.
- Create and help implement communication strategies; develop annual communications plan calendar.
- Create project timelines with implementation deadlines.
- Attend and participate in staff meetings to learn how various sections work within a state agency; take notes.
- Research prospective donors and foundations and help prepare grant proposals.
- Support the Membership Coordinator with the membership program, including membership cards and materials, solicitation/renewal letters, and acknowledgments.
- Present a final project report at the Intern Expo in late July.

Requirements:

- Strong organizational skills and attention to detail.
- Excellent oral and written communication skills and willingness to ask questions.
- Creative thinker open to constructive criticism and eager to learn.
- The ability to work both independently and collaboratively.
- Proficient in Microsoft Office.
- Passionate about nonprofit work and committed to MDAH's mission.
- Currently enrolled in a bachelor's or master's degree program, preferably in nonprofit management, business administration, marketing, English, communications, liberal arts, or a related field.

Time Commitment:

140 hours required. Hours are flexible, Mondays through Fridays, between 8:00 a.m. and 4:00 p.m. The schedule will be determined based on availability and agreements between the intern and MDAH staff.

How to Apply:

- Please submit an online application through the [MDAH website](https://mdah.ms.gov) by April 16, 2023.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - *Note:* Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.